

Section 1) Overview of the Success Profiler system

Success Profiler is a systemized approach to teaching difficult skills and ensuring that real progress is being made.

JROTC instructors are all familiar with the idea that there are different ways of being smart, whether you are talking about learning styles or multiple intelligences.

Emotional Intelligence is an area that is receiving a lot of attention because it has been found crucial to success.

Examples include interviews for college, interpersonal or team skills assessments in personnel evaluations, even the T-Shirt "Plays Well with Others"

Key areas of Emotional Intelligence include:

- Understanding yourself and others,
- Being able to interact well with people, and
- Having the skills and stamina required to succeed.

The Success Profiler system provides a systematic way to raise your emotional intelligence quotient (EQ). This is done through:

- Assessments, such as the Personal Skills Map and various Profiles & Surveys
- Skill Enhancements (11)
- Learning modules, such as the Personal Success System

What is the Personal Skills Map?

The PSM breaks EQ into three components:

- 11 key skills
- Communication Style
- Orientation to Change

The PSM provides a profile of where your skills fall now and the Success Profiler system uses that information to map out a learning plan.

The PSM is required in the POI prior to and after a Service Learning Project

You have two CDs

- The Success Profiler JROTC Version
- JROTC Emotional Intelligence Programs

Everything we show you today will assume you have loaded and will use the Success Profiler CD. For more information about the other disk, refer to the FAQ Sheet. It is available on the web site. Please send in questions; the FAQ sheet is being updated regularly.

Section 2) Low Technology Classroom

1. **Print the PSM.** (DEMO)

Note that the instructions are in small print, and that we recommend they provide the instructions verbally rather than expecting cadets to read them and get it.

2. **Administer the PSM.**

Go over how to introduce the PSM, including:

- The PSM is a self-report; you know yourself better than anyone else does
- It is important to report your real feelings, thoughts and behaviors as honestly as you can recall. Don't try to answer as you think you should.
- Mention that feelings, thoughts and behaviors are not always aligned. Tell cadets to report each independently.
- Mention that the choices are “**M**ost of the time,” “**S**ome of the time” and “**L**east of the time.” Tell cadets to circle the choice that best describes what really occurs.
- The PSM is situation-specific. Results change depending upon circumstances, the relationship being described, and recent experiences

3. **Score the PSM.**

Go over how to fill out the boxes, including:

- Use the number, not letter. The weight is NOT always the same (e.g., M=2, S=1, L=0). So, be careful and enter the correct number.
- Enter the number in the box to the right.
- Add up the numbers down the column.
- Move the scores to the Personal Map on page 18. NOTE: The 14 scales do NOT appear in the same order on the questionnaire as on the Map.

4. **Interpret the results.**

Recall that there are 14 scales:

- 11 EQ Skills
- 2 Communication Style scales, Aggression and Deference
- 1 Change Orientation scale

Look at the **11 Key EQ Skills**, including:

- Results fall into the Develop, Strengthen or Enhance range
- That is, High is “Good”

NOTE: The software automatically assigns Skill Enhancements for any that fall in the Develop range.

Look at **Interpersonal Communication Map**

- Aggression and Deference
- That is, High is “Bad”
- In terms of communication style, the alternative to either Aggression or Deference is the EQ Skill of Assertion.

Look at **Change Orientation**

- A High result means the cadet reports that they want to or feel a need to change. A Low result means the cadet does not feel a need or desire to change.
 - For this scale particularly, there is no “Good” or “Bad.” If a person’s skills are reported accurately, and all 11 fall into the Enhance range, why change? But what if they don’t report their skills accurately? What if a cadet would really benefit from developing one of the 11 skills, but they can’t see that or won’t say that? If this is the case, a Low Change Orientation indicates the cadet may stay stuck in less than successful patterns.
5. Enter Print PSM results using the Admin function. (DEMO)
 6. Print out the necessary Skill Enhancement booklets, which the Administration Module and/or User logon Module will tell you. (DEMO)
 7. Have the cadets complete the printed skill enhancement booklets; they are called for in different units of the POI. (Show printed example of this.)
 8. Once the Skill Enhancement programs are completed at the end of the semester. Have cadets re-take the PSM to determine their improvement.

Section 3) High End Classroom

1. Assign each cadet to a specific computer. NOTE: Cadets must use their assigned computer to complete all SP activities.
2. Install the SP software on all of the computers.
3. **Add User(s)** to each computer. (DEMO)
4. **Assign the PSM** (long version). (Sys Admin function) (DEMO)
5. Cadets can now complete the PSM online.
NOTE: Scores will be recorded in a user-specific **DATA folder**. (DEMO)
6. **View assignments**. (DEMO)
7. **Add Users to the instructor computer**. (Sys Admin function) (DEMO)
8. **Copy User DATA** from student computers to the instructor’s computer. (DEMO) NOTE: Overwrite the existing folder. Periodic backups are necessary to maintain current data.

Section 4) When to use the other Profiles and Surveys?

Surveys

Surveys provide feedback through others, such as you the instructor, or another cadet who knows the individual well.

1. Look under the Survey menu selection: (DEMO)

- The Leadership Skills Survey
- The Sensitivity Survey
- The Violence Prevention Group Survey
- The Violence Prevention Survey

NOTE: Surveys are NOT self-reports. These assessments allow you as the instructor, or another appropriate source of feedback, to assess selected cadets in particular areas. Clearly, when someone reports on another, it is based on an interpretation of observed behavior. The accuracy of the report is determined by objectivity, completeness, and other factors.

All of the Surveys have corresponding Profiles for the cadet to complete as appropriate. The POI recommends specific Profiles be assigned during the program. For example, the Leadership Profile is part of Unit 1. See section 7, Correlations to JROTC Curriculum, of the instruction booklet that came packaged with the CD for more information.

Profiles

While Surveys are completed about someone else, Maps/Profiles are self-assessments.

- When you log on as a User, Profiles appear as part of your learning program, but only if they have been assigned.
- When you log on as the System Administrator, you can assign Profiles in addition to the PSM.

1. Assign a Profile (System Admin Log In) (DEMO)

- Go to the Users Menu and select Modify Assignments
- Select a User and assign a Profile.

2. As a User, log in and select Profiles. (DEMO)

You will see these selections:

- The PSM button, bottom left of screen
- Learning, Leadership, Sensitivity, Change, Violence Prevention, and Team Profiles

Complete a Profile learning unit (User Log In) (DEMO)

NOTE: Profiles include assessments, such as the PSM and others, plus content presentation.

Example: The Change Profile includes 5 assessments, such as the Resistance Map and the Synergy Map. The Resistance Map can be used to assess and individual, or an entire group's level of resistance.

Tips & Tricks

Scores will NOT be saved if you access the PSM under Unmanaged Activities. That's what Unmanaged means. Instead, always assign the PSM using the System Administrator function and have the cadet take it by logging in as a User.

If you get the error message that you have exceeded the number of concurrent users limit of 1, it may be that another User is running in the background. This can be caused by user error during logout. Do this to fix: (DEMO)

1. Log on as the System Administrator
2. On the Main Menu, select Options.
3. On the Options Menu, select Reset Users.

Note: This button will be active if a User is running in the background.